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Approved For Release 2001/08/09 : CIA-RDP86-00244R000100070022-5

27 MAR 1970

MEMORANDUM FOR: All Employees of the Office of Logistics

SUBJECT : Personnel Policies of the Office of Logistics

1. At a special meeting of all Division and Branch Chiefs within the Office of Logistics convened on Thursday morning, 26 March 1970, I discussed several aspects of personnel policy in our Office and I want all of you, our employees, to know how I view these subjects and the substance of my remarks to these officers.
2. There is no more important or significant responsibility held by every supervisor than that of personnel management, and I want each of you to know that the personnel management philosophy of the Office of Logistics is, and will continue to be, built on the dignity of the human being. I have never known an individual in my life who has not from time to time had a problem which in many cases impacts directly on his job or his career. I expect every supervisor at every level to be mindful of that fact and if a problem is of such sufficient importance to an employee that he wishes to discuss it with his supervisor, I also expect the supervisor to recognize the necessity to sympathetically undertake the discussion with the employee; to fail in this regard is a reflection on a supervisor's ability to supervise.
3. There are other problems employees have at times, either professional or personal, which they would rather discuss with a professional Personnel Officer instead of their supervisor. In these cases, I want it clearly understood that every employee of this Office is free to contact directly, and on a confidential basis, either the Personnel Officers assigned to this Office or appropriate Personnel Officers in the Office of Personnel, and he has a right to do so without receiving prior approval from his supervisor, although he must advise his supervisor that he wishes to be absent from his office for this purpose. This same rule applies when any employee feels the need for, and wishes to seek, counseling on training matters from either the Senior Training Officer in the Office of Logistics, or a representative of the Office of Training.
4. Apart from "problem" discussions there will be times when an employee may be called directly by one of the senior officers on a specific work-related matter. In those cases I expect the employee to advise his supervisor of such calls and seek the supervisor's assistance in implementing any action which might have been requested by the senior officer with whom the employee spoke.

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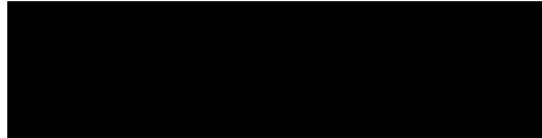
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5. In order to keep our personnel as aware as possible of things of interest in our Office and our Career Service, I expect all employees to be periodically briefed by their supervisors on general organizational matters, as such matters are discussed at the Director of Logistics' Staff Meetings and then ultimately are passed on at meetings at succeeding lower levels.

6. While the Golden Rule may, to some, seem trite or archaic in the Age of Aquarius, the basic personnel philosophy of the Office will be to treat your workmates and your subordinates in the same fashion that you yourself would like, and have a right to expect, to be treated.



John F. Blake  
Director of Logistics

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